



FIRST THINGS FIRST

The right system for bright futures

Employment Opportunity Assistant Director, Policy and Research Division

Posted on May 28, 2008 until filled; first review of resumes on June 13, 2008

The First Things First organization, which is governed by the Arizona Early Childhood Development and Health Board and local regional councils, is seeking an Assistant Director for the Policy and Research Division which is located in the central Phoenix office.

The Assistant Director for the Policy and Research Division is a member of the First Things First senior leadership team and provides visionary leadership and effective management of the Division through planning and coordination of activities, projects and initiatives; through supervision of personnel; and, by administering the programmatic and business operations of the Division. This position supports the Deputy Director and Executive Director by ensuring the successful implementation of Board goals and strategies toward realizing the overall vision, mission and desired outcomes of First Things First.

The Assistant Director for Policy and Research must possess extensive knowledge and experience in early childhood policies and programs; must understand the components of developing and financing a comprehensive early childhood development and health system; and, must be a skilled communicator and relationship builder with ability to mobilize people and resources.

The Assistant Director for Policy and Research manages a staff of seven Senior Policy Specialists with expertise in the following areas related to the development and health of young children: Professional Development, Health, Quality, Access, Finance, Family Support, Tribal Issues and Early Intervention. This position is responsible for measuring and reporting progress and outcome results of the Policy and Research Division's efforts to the Deputy Director, Executive Director and Early Childhood Development and Health Board, and ensures internal/external customer and stakeholder satisfaction through effective management of interpersonal relationships, projects, and resources, with a focus on continuous improvement. Travel (primarily statewide) is estimated up to 25%.

The ideal candidate will have a bachelor's degree or higher, with a minimum of five years experience in the early childhood field, and minimum of three years of successful personnel and project management experience.

Additional key knowledge, skills and abilities for this position include:

- Advanced knowledge of early childhood development, programs, research, and legislative issues, especially related to development and health of young children ages birth to five years
- Strong record of leadership success in the early childhood development and/or health field
- Advanced knowledge of early childhood systems models and development

- Advanced knowledge of state and federal early childhood networks, relationships, structures and funding
- Highly developed leadership style and personnel management strategies
- Effective leadership and participative management of all programmatic and business operations of the Division
- Self-motivated with demonstrated adaptability, resourcefulness and creative thinking
- Ability to professionally represent First Things First in diverse settings and skillfully communicate about First Things First to a variety of audiences
- Commitment to uphold high ethical standards, promote sound business practices and demonstrate public accountability
- Strong record of using initiative and sound administrative judgment in making decisions, interpreting and applying organizational policies and governmental regulations, in delegating responsibilities and in planning and analyzing Division activities

This position is not covered by the State Personnel Merit System, but the State of Arizona provides an excellent comprehensive benefits package, including a top-rank retirement plan, low cost health and dental coverage, supplemental policies such as vision and short -term disability, and generous leave programs. Our work environment offers multiple professional development opportunities and encourages career growth. This position is a Grade 26 with a salary range of \$59, 971 - \$103,194. **Please send a resume to:**

**First Things First
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Office of Deputy Director
4000 N. Central Avenue, Suite 800
Phoenix, Arizona, 85012
Phone: 602.771.5100
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